

**SELF SERVICE CENTER
CHECKLIST
TO
STOP “ORDER OF ASSIGNMENT” BY AGREEMENT**

USE THE FORMS and instructions in this packet ONLY if the following factors apply to you:

- ✓ An “**Order of Assignment**” has **ever** been entered in this case in Maricopa County, **and**
- ✓ You wish to stop the order, **and**
- ✓ Both parties **agree to stop** the “**Order of Assignment**”, **and**
- ✓ **BOTH** parties **will sign** the Agreement in front of a Notary or Court Clerk, **AND**
- ✓ Any one of the following conditions applies:

Both parties Agree To “Stop the Order of Assignment” because:

- ✓ Current Payments Should Stop. The person making payments does not owe any money for past-due support (arrear), and all children named in this Order are 18 and not attending high school, and all spousal maintenance /support is paid or other named condition for stopping support and / or maintenance has occurred, such as:
- ✓ Parties have reconciled and/or remarried and/or the case has otherwise been dismissed (copy of “**Marriage Certificate**” or “**Order of Dismissal**” is attached);
- ✓ Child custody has been changed by order of this court, (copy of “**Custody Order**” attached);
- ✓ Child adopted by someone else, and all past-due amounts have been satisfied, (copy of “**Adoption Order**” attached);
- ✓ Child deceased, (copy of “**Death Certificate**” attached);
- ✓ There are two active orders of assignment for same child(ren)
- ✓ When the other party filed a “**Request for Order of Assignment**” the person making payments did not owe a past-due amount equal to at least one month’s payment of child support or spousal support.

DO NOT USE FORMS and instructions in this packet if the following factors apply to you:

- X** The parties **do not agree** to stop the “**Order of Assignment.**”
- X** The other party will not sign the “**Agreement to Stop Order of Assignment.**”
- X** Monies are still owed for current or past due child support or spousal maintenance(alimony) according to the underlying Order for support or maintenance.
- X** Your “**Order of Assignment**” was **not** entered in Maricopa County.
- X** There has never been an “**Order of Assignment**” in this case.

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self- Service Center has a list of lawyers who can give you legal advice and can help you on a task-by task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff or view the list on our web site at:

www.superiorcourt.maricopa.gov/ssc/provider/lawyers.asp